

13 November 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : T/O for the Cable Secretariat - Message Center,  
Office of the Director

1. The T/O proposal as submitted in memorandum of 30 October 1953 to Assistant Director (Personnel) from Executive Assistant to the Director provides for a reduction of three (3) positions over the current approved T/O of [REDACTED] positions.

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2. The following upgradings and decreases are reflected in the attached proposal on a per annum basis:

<u>Upgradings</u>		<u>Decreases</u>		<u>Net Effect</u>
1 GS-14 to GS-15	\$1,200	2 GS-3	\$5,900	
1 GS-13 to GS-14	1,240			
1 GS-12 to GS-13	1,320			
2 GS-5 to GS-7	1,590			
2 GS-3 to GS-4	450			
Total	\$5,800		- \$5,900	- \$100

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3. A total of [REDACTED] was budgeted for F.Y. 1954 for [REDACTED] positions with estimated average employment of [REDACTED] manyears. The transfer of 3 positions with 3 a.e. (1 GS-9, 2 GS-7) to FI/RQM with incumbents has been accomplished as of 25 October 1953. Funds may be transferred to FI for these positions.

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4. At the present time the top position (GS-15) is occupied by a military officer and if he were to become civilianized, this would not become effective for more than six months of the year. Also, the person who has been occupying the GS-13 which is proposed for a GS-14 has recently transferred to FI, and it is assumed this position will be vacant part of the year.

5. The payroll as of 22 October is averaging [REDACTED] on duty. It is believed that due to normal attrition, encumbrances, etc., the proposed upgradings, if approved, can be absorbed within the over-all funds budgeted for this activity.

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[REDACTED]  
Acting Comptroller